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## **OUR HOUSE, INC.**

*Financial Statements  
For the Year Ended December 31, 2004*

Under provisions of state law, this report is a public document. A copy of the report has been submitted to the entity and other appropriate public officials. The report is available for public inspection at the Baton Rouge office of the Legislative Auditor and, where appropriate, at the office of the parish clerk of court.

Release Date 7-13-05

OUR HOUSE, INC.  
FINANCIAL REPORT  
FOR THE YEAR ENDED DECEMBER 31, 2004

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# CAMERON, HINES & HARTT

(A Professional Accounting Corporation)

*Certified Public Accountants*

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## INDEPENDENT AUDITORS' REPORT

Board of Directors of  
Our House, Inc.

We have audited the accompanying statement of financial position of Our House, Inc., as of December 31, 2004, and the related statements of activities and cash flows for the year then ended as listed in the accompanying Table of Contents. These financial statements are the responsibility of Our House, Inc.'s management. Our responsibility is to express an opinion on these financial statements based on our audit.

We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audit provides a reasonable basis for our opinion.

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of Our House Inc., as of December 31, 2004, and the results of its operations and cash flows for the year then ended, in conformity with accounting principles generally accepted in the United States of America.

In accordance with *Government Auditing Standards*, we have also issued our report dated June 24, 2005, on our consideration of Our House, Inc.'s internal control over financial reporting and our tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* and should be considered in assessing the results of our audit.

Board of Directors of  
Our House, Inc.  
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Our audit was performed for the purpose of forming an opinion on the financial statements of Our House, Inc., taken as a whole. The accompanying schedule of expenditures of federal awards is presented for purposes of additional analysis as required by U.S. Office of Management and Budget Circular A-133, Audits of States, Local Governments, and Non-Profit Organizations, and is not a required part of the financial statements. Such information has been subjected to the auditing procedures applied in the audit of the financial statements and, in our opinion, is fairly stated in all material respects, in relation to the financial statements taken as a whole.

Our audit was conducted for the purpose of forming an opinion on the financial statements taken as a whole. The supplemental information beginning on page 9 is presented for purposes of additional analysis and is not a required part of the financial statements of Our House, Inc. Such information has been subjected to the auditing procedures applied in the audit of the financial statements and, in our opinion, is fairly stated in all material respects in relation to the financial statements taken as a whole.

*Cameron, Hines & Hunt (APAC)*

West Monroe, Louisiana  
June 24, 2005

OUR HOUSE, INC  
STATEMENT OF FINANCIAL POSITION  
DECEMBER 31, 2004

ASSETS

Current Assets:

Cash and Cash Equivalents	\$ 176,270
Investments	28,375
Grants Receivable	67,280
Prepaid Insurance	9,536
Total Current Assets	<u>281,461</u>

Property and Equipment:

Depreciable Fixed Assets	485,035
Accumulated Depreciation	<u>(116,789)</u>
Net Depreciable Property and Equipment	368,246

Land	20,395
Net Property and Equipment	<u>388,641</u>

<u>TOTAL ASSETS</u>	<u>\$ 670,102</u>
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LIABILITIES AND NET ASSETS

Current Liabilities:

Accounts Payable	\$ 7,576
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NET ASSETS

Unrestricted Net Assets:	
Undesignated	<u>662,526</u>

<u>TOTAL LIABILITIES AND NET ASSETS</u>	<u>\$ 670,102</u>
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The accompanying notes are an integral part of this financial statement.

OUR HOUSE, INC  
STATEMENT OF ACTIVITIES  
FOR THE YEAR ENDED DECEMBER 31, 2004

UNRESTRICTED REVENUES, GAINS ANDOTHER SUPPORT

Individuals and Corporations	\$ 52,712
Fund Raising	11,483
Grant - United Way	46,811
Grant - United Way of Ruston	1,500
Grant - Office of Youth Development	5,264
Grant - DHHS Transitional Living	214,868
Grant - DHHS Teen Shelter	168,453
Grant - LCTF - Safe Place Helpers	2,931
Grant - Responsible Living	2,630
Grant - LCTF Project Visibility	4,224
Grant - LCLE Summer Alert	3,513
Grant - LCLE Victims of Crime	31,599
Grant - HUD Transitional Living	55,711
Grant - FEMA	4,854
Grant - Emergency Shelter Program	39,772
<u>Total Unrestricted Revenues &amp; Gains</u>	<u>646,325</u>

OTHER SUPPORT

Memberships	960
Interest Income	1,747
Other	32,446
<u>Total Other Support</u>	<u>35,153</u>

TOTAL UNRESTRICTED REVENUE, GAINS  
AND OTHER SUPPORT

681,478

EXPENSES

## Program Services:

United Way	\$ 46,807
United Way of Ruston	1,507
Office of Youth Development	-
DHHS Transitional Living	169,906
DHHS Teen Shelter	170,084
LCTF - Safe Place Helpers	2,931
Responsible Living	2,630
LCTF Project Visibility	4,221
LCLE Summer Alert	3,513
LCLE Victims of Crime	23,287
HUD Transitional Living	43,036
FEMA	4,854
Emergency Shelter Program	39,345
Total Program Services	<u>512,121</u>

## Supporting Services:

Management and General	<u>24,853</u>
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Total Expenses	<u>536,974</u>
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<u>INCREASE IN NET ASSETS</u>	144,504
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<u>NET ASSETS - UNRESTRICTED</u>	
<u>AT BEGINNING OF YEAR</u>	<u>518,022</u>

<u>NET ASSETS - UNRESTRICTED AT END OF YEAR</u>	<u>\$ 662,526</u>
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The accompanying notes are an integral part of this financial statement.

OUR HOUSE, INC.  
STATEMENT OF CASH FLOWS  
FOR THE YEAR ENDED DECEMBER 31, 2004

Cash Flows from Operating Activities:	
Increase in Net Assets	\$ 149,218
Adjustments to Reconcile Increase in Net Assets to Net Cash Provided by Operating Activities:	
Changes in Assets and Liabilities:	
Depreciation	23,698
Grants Receivable	17,323
Prepaid Assets	(6,243)
Accounts Payable	(2,191)
Net Cash Provided by Operating Activities	<u>181,805</u>
<u>Cash Flows from Investing Activities:</u>	
Purchase of Equipment	(99,428)
Increase in Investments	(7,981)
Net Cash Used by Investing Activities	<u>(107,409)</u>
<u>Increase in Cash and Cash Equivalents</u>	74,396
<u>Cash and Cash Equivalents, Beginning of Year</u>	<u>101,874</u>
<u>CASH AND CASH EQUIVALENTS, END OF YEAR</u>	<u>\$ 176,270</u>

The accompanying notes are an integral part of this financial statement.



OUR HOUSE, INC.  
NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED DECEMBER 31, 2004

Note 1 - Nature of Activities and Summary of Significant Accounting Policies

Nature of Activity

Our House, Inc. is a nonprofit organization that is based in Monroe, Louisiana. The Organization provides "hotline" services for runaway and troubled teens. The Organization's services also include providing shelter and transportation for troubled teens.

Use of Estimates

The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates.

Basis of Accounting

The financial statements of Our House, Inc. have been prepared on the accrual basis and, accordingly, reflect all significant receivables and payables.

Basis of Presentation

Our House, Inc. has adopted Statement of Financial Accounting Standards (SFAS) No. 116, *Accounting for Contributions Received and Made*, and SFAS No. 117, *Financial Statements of Not-for-Profit Organizations*. Accordingly, the net assets of Our House, Inc. and changes therein are classified and reported as follows:

*Unrestricted Net Assets* – Net assets that are not subject to donor-imposed stipulations.

*Temporarily Restricted Assets* – Net assets subject to donor-imposed stipulations that may or will be met either by actions of Our House, Inc. and/or passage of time. As of December 31, 2004, there were no temporarily restricted net assets.

*Permanently Restricted Net Assets* – Net assets subject to donor-imposed stipulations that they be maintained permanently by Our House, Inc. Generally, the donors of these assets permit Our House, Inc. to use all of, or part of, the income earned on the related investments for general or specific purposes. As of December 31, 2004, there were no permanently restricted net assets.

Cash and Cash Equivalents

Our House, Inc. considers all highly liquid investments with an original maturity of three months or less to be cash equivalents.

OUR HOUSE, INC.  
NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED DECEMBER 31, 2004

Note 1 - Nature of Activities and Summary of Significant Accounting Policies (Con't)

Grants Receivable

Grants receivable represent amounts that have been expensed for grant purposes and are to be reimbursed in full by the grantor and have been promised over the next twelve months.

Property and Equipment

Property and equipment are carried at cost or, if donated, at the approximate fair value at the date of donation. Depreciation of buildings and equipment is provided over the estimated useful lives of the respective assets using the straight-line method:

	<u>Years</u>
Buildings	40
Building Improvements	5-40
Residences	40
Vehicles	3-5
Furniture, Fixtures and Equipment	3-10

Public Support and Revenue

Annual contributions are recorded as revenue when received and are generally available for unrestricted use unless specifically restricted by the donor.

Grant income is deferred until the revenue is received. Unreimbursed expenses are recorded as income and as grants receivable when requests for reimbursement are submitted to the grants.

Contributions of donated non-cash assets are recorded at their fair value in the period received. Contributions of donated services that create or enhance non-financial assets or that require specialized skills, are provided by individuals possessing those skills, and would typically need to be purchased if not provided by donation, are recorded at their fair values.

Note 2 - Cash and Cash Equivalents

Our House, Inc. maintains its cash balances in three local financial institutions. Of the bank balances of \$179,919, \$72,990 is not covered by Federal Deposit Insurance Corporation coverage. Accounts at the financial institution are insured by the Federal Deposit Insurance Corporation up to \$100,000.

Note 3 - Income Taxes

Our House, Inc. is a nonprofit corporation exempted from federal income taxes under Sec. 501(c)(3) of the Internal Revenue Code.

OUR HOUSE, INC.  
NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED DECEMBER 31, 2004

Note 4 - Lease Expense

Our House, Inc. has several six-month to one-year noncancelable operating leases for the office building as well as several apartments for their residents. Lease expense for the year ended December 31, 2004 was \$39,703.

Note 5 - Property and Equipment

A summary of land, buildings, equipment and accumulated depreciation at December 31, 2004 is as follows:

Land	\$ 20,395
Buildings	355,432
Autos & Trucks	50,808
Furniture & Equipment	78,795
Accumulated Depreciation	<u>( 116,789)</u>
Net Property and Equipment	<u>\$ 388,641</u>

Depreciation expense for the year ended December 31, 2004 was \$23,540.

Note 6 - Investments

Investments are presented in the financial statements at fair market value.

Cash Equivalents	\$ 1,588
Mutual Funds	22,022
Fixed Funds	3,124
Equities	<u>1,641</u>
Total	<u>\$ 28,375</u>

Investment return at December 31, 2004 is as follows:

Investment and Dividend Income	\$ 964
Net Realized and Unrealized Gains	699
Net Realized and Unrealized Loss	175
Fees and Other Expenses	<u>( 186)</u>
Total Investment Return	<u>\$ 1,652</u>

Note 7 - Grants Receivable

Grants receivable consisted of the following at December 31, 2004:

Summer Alert	\$ 3,513
HUD Transitional Living	3,243
LCLE Victims of Crime	24,018
DHHS Teen Shelter	8,578
DHHS Transitional Living	15,489
ESGP Grant	8,015
Office of Youth Development	<u>4,424</u>
Total Grants Receivable	<u>\$ 67,280</u>

OUR HOUSE, INC.  
SCHEDULE OF FUNCTIONAL EXPENSES  
FOR THE YEAR ENDED DECEMBER 31, 2004

	United Way	United Way of Ruston	DHHS - Transitional Living	DHHS - Teen Shelter
<u>Salaries and Related Expenses</u>				
Salaries	\$ 23,367	\$ 1,253	\$ 59,960	\$ 135,337
Payroll Taxes and Employee Benefits	2,059	96	5,109	11,590
<u>Other Expenses</u>				
Audit	1,900	-	780	2,680
Advertising	1,688	33	484	-
Dues / Subscriptions	605	-	700	1,300
Food/Shelter	261	-	2,734	1,657
Insurance	3,733	-	9,125	4,920
Office Expenses	1,652	75	-	-
Contract Labor	2,114	-	10,037	1,871
Supplies	204	30	4,227	1,249
Telephone	1,149	-	3,191	1,079
Training	57	-	870	1,498
Utilities	1,102	-	7,610	972
Client Services	96	-	13,653	1,384
Copier Lease	1,099	-	518	-
Travel	1,157	20	4,833	1,293
Rent	201	-	33,527	126
Fixed Asset Expenses	-	-	871	50
Repairs & Maintenance	2,018	-	3,496	1,735
Auto Expense	33	-	76	1,152
Educational	1,939	-	457	11
Other Expenditures	373	-	7,648	180
	<u>\$ 46,807</u>	<u>\$ 1,507</u>	<u>\$ 169,906</u>	<u>\$ 170,084</u>

OUR HOUSE, INC.  
SCHEDULE OF FUNCTIONAL EXPENSES - CONTINUED  
FOR THE YEAR ENDED DECEMBER 31, 2004

	Safe Place Helpers	Responsible Teen Living	Project Visibility	LCLE Summer Alert
<u>Salaries and Related Expenses</u>				
Salaries	\$ 2,225	\$ 2,415	\$ -	\$ 2,953
Payroll Taxes and Employee Benefits	206	215	-	226
<u>Other Expenses</u>				
Accounting	-	-	-	-
Advertising	-	-	3,587	-
Dues / Subscriptions	-	-	-	-
Food/Shelter	-	-	-	-
Insurance	-	-	-	-
Office Expenses	-	-	-	-
Contract Labor	500	-	-	-
Supplies	-	-	-	228
Telephone	-	-	-	-
Training	-	-	-	-
Utilities	-	-	-	-
Client Services	-	-	-	-
Consulting Fees	-	-	-	-
Travel	-	-	634	106
Rent	-	-	-	-
Fixed Asset Expenses	-	-	-	-
Repairs & Maintenance	-	-	-	-
Auto Expense	-	-	-	-
CDBG Work Fund Expense	-	-	-	-
Other Expenditures	-	-	-	-
	<u>\$ 2,931</u>	<u>\$ 2,630</u>	<u>\$ 4,221</u>	<u>\$ 3,513</u>

OUR HOUSE, INC.  
SCHEDULE OF FUNCTIONAL EXPENSES - CONTINUED  
FOR THE YEAR ENDED DECEMBER 31, 2004

	LCLE Victims of Crime	HUD Transitional Living	FEMA	Emergency Shelter
<u>Salaries and Related Expenses</u>				
Salaries	\$ 20,698	\$ 14,940	\$ 3,978	\$ 11,902
Payroll Taxes and Employee Benefits	1,800	1,307	323	1,012
<u>Other Expenses</u>				
Accounting	-	2,640	-	-
Advertising	-	-	-	-
Dues / Subscriptions	-	-	-	-
Food/Shelter	789	653	553	5,244
Insurance	-	4,103	-	6,635
Office Expenses	-	-	-	-
Contract Labor	-	1,749	-	291
Supplies	-	542	-	1,374
Telephone	-	337	-	3,147
Training	-	-	-	-
Utilities	-	2,204	-	6,431
Client Services	-	3,831	-	463
Consulting Fees	-	-	-	-
Travel	-	-	-	-
Rent	-	5,849	-	-
Fixed Asset Expenses	-	-	-	2,372
Repairs & Maintenance	-	3,664	-	474
Auto Expense	-	-	-	-
CDBG Work Fund Expense	-	14	-	-
Other Expenditures	-	1,203	-	-
	<u>\$ 23,287</u>	<u>\$ 43,036</u>	<u>\$ 4,854</u>	<u>\$ 39,345</u>

OUR HOUSE, INC.  
SCHEDULE OF FUNCTIONAL EXPENSES - CONTINUED  
FOR THE YEAR ENDED DECEMBER 31, 2004

<u>Salaries and Related Expenses</u>	<u>Management and General</u>	<u>Total Expenditures</u>
Salaries	\$ -	\$ 279,028
Payroll Taxes and Employee Benefits	-	23,943
<u>Other Expenses</u>		
Audit	-	8,000
Advertising	-	5,792
Dues / Subscriptions	146	2,751
Food/Shelter	-	11,891
Insurance	1,137	29,653
Office Expenses	-	1,727
Contract Labor	-	16,562
Supplies	-	7,854
Telephone	-	8,903
Training	-	2,425
Utilities	-	18,319
Client Services	-	19,427
Consulting Fees	-	1,617
Travel	-	8,043
Rent	-	39,703
Fixed Asset Expenses	23,540	26,833
Repairs & Maintenance	-	11,387
Auto Expense	-	1,261
CDBG Work Fund Expense	-	2,421
Other Expenditures	30	9,434
	<u>\$ 24,853</u>	<u>\$ 536,974</u>

# CAMERON, HINES & HARTT

(A Professional Accounting Corporation)

**Certified Public Accountants**

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## **REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON COMPLIANCE BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS**

We have audited the financial statements of Our House, Inc. as of and for the year ended December 31, 2004 and have issued our report thereon dated June 24, 2005. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States.

### **Internal Control Over Financial Reporting**

In planning and performing our audit, we considered the Our House, Inc.'s internal control over financial reporting in order to determine our auditing procedures for the purpose of expressing our opinion on the financial statements and not to provide assurance on the internal control over financial reporting. Our consideration of the internal control over financial reporting would not necessarily disclose all matters in the internal control over financial reporting that might be material weaknesses. A material weakness is a condition in which the design or operation of one or more of the internal control components does not reduce to a relatively low level the risk that misstatements caused by errors or fraud in amounts that would be material in relation to the financial statements being audited may occur and not be detected within a timely period by employees in the normal course of performing their assigned functions. We noted no matters involving the internal control over financial reporting and its operation that we consider to be material weaknesses.

### **Compliance and Other Matters**

As part of obtaining reasonable assurance about whether the Our House, Inc.'s financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of my audit and, accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance that are required to be reported under *Government Auditing Standards*.



To the Board of Directors  
Our House, Inc.  
Monroe, Louisiana  
Page 2

This report is intended solely for the information and use of the audit committee, the Legislative Auditor of the State of Louisiana, and federal awarding agencies and pass-through entities and is not intended to be and should not be used by anyone other than these specified parties. Under Louisiana Revised Statute 24:513, this report is distributed by the Legislative Auditor as a public document.

*Cameron, Hines & Hartt (APAC)*

West Monroe, Louisiana  
June 24, 2005

# CAMERON, HINES & HARTT

(A Professional Accounting Corporation)

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## **REPORT ON COMPLIANCE WITH REQUIREMENTS APPLICABLE TO EACH MAJOR PROGRAM AND INTERNAL CONTROL OVER COMPLIANCE IN ACCORDANCE WITH OMB CIRCULAR A-133**

Board of Directors

Our House, Inc.

Monroe, Louisiana

### **Compliance**

We have audited the compliance of Our House, Inc. with the types of compliance requirements described in the *U. S. Office of Management and Budget (OMB) Circular A-133 Compliance Supplement* that are applicable to each of its major federal programs for the year ended December 31, 2004. Our House, Inc.'s major federal programs are identified in the accompanying Schedule of Expenditures of Federal Awards. Compliance with the requirements of laws, regulations, contracts and grants applicable to each of its major federal programs is the responsibility of Our House, Inc.'s management. Our responsibility is to express an opinion on Our House, Inc.'s compliance based on our audit.

We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and OMB Circular A-133, *Audits of States, Local Governments, and Non-Profit Organizations*. Those standards and OMB Circular A-133 require that we plan and perform the audit to obtain reasonable assurance about whether noncompliance with the types of compliance requirements referred to above that could have a direct and material effect on a major federal program occurred. An audit includes examining, on a test basis, evidence about Our House, Inc.'s compliance with those requirements and performing such other procedures as we consider necessary in the circumstances. We believe that our audit provides a reasonable basis for our opinion. Our audit does not provide a legal determination in Our House, Inc.'s compliance with those requirements.

In our opinion, the Our House, Inc. complied, in all material respects, with the requirements referred to above that are applicable to each of its major federal programs for the year ended December 31, 2004.

### **Internal Control Over Compliance**

The management of Our House, Inc. is responsible for establishing and maintaining effective internal control over compliance with requirements of laws, regulations, contracts and grants applicable to federal programs. In planning and performing our audit, we considered Our House, Inc.'s internal control over compliance with requirements that could have a material effect on a major federal program in order to determine our auditing procedures for the purpose of expressing our opinion on compliance and to test and report on internal control over compliance in accordance with OMB Circular A-133.

Board of Directors  
Our House, Inc.  
Monroe, Louisiana  
Page 2

Our consideration of the internal control over compliance would not necessarily disclose all matters in the internal control that might be material weaknesses. A material weakness is a condition in which the design or operation of one or more of the internal control components does not reduce to a relatively low level the risk that noncompliance with applicable requirements of laws, regulations, contracts and grants caused by error fraud that would be material in relation to a major federal program being audited may occur and not be detected within a timely period by employees in the normal course of performing their assigned functions. We noted no matters involving the internal control over compliance and its operation that we consider to be material weaknesses.

This report is intended solely for the information and use of the audit committee, management of Our House, Inc., the Louisiana Legislative Auditor, federal awarding agencies and pass-through entities and is not intended to be and should not be used by anyone other than these specified parties. Under Louisiana Revised Statute 24:513, this report is distributed by the Legislative Auditor as a public document.

*Cameron, Hines & Hunt (APAC)*

West Monroe, Louisiana  
June 24, 2005

OUR HOUSE, INC.  
SCHEDULE OF FINDINGS AND QUESTIONED COSTS  
FOR THE YEAR ENDED DECEMBER 31, 2004

To The Board of Directors  
Our House, Inc.  
Monroe, Louisiana

We have audited the financial statements of Our House, Inc. as of and for the year ended December 31, 2004, and have issued our report thereon dated June 24, 2005. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Our audit of the financial statements as of December 31, 2004, resulted in an unqualified opinion.

Section I - Summary of Auditors' Reports

A. Report on Internal Control and Compliance Material to the Financial Statements

Internal Control

Material Weaknesses \_\_\_ yes X no Reportable Conditions \_\_\_ yes X no

Compliance

Compliance Material to Financial Statements \_\_\_yes X no

B. Federal Awards –

Internal Control

Material Weaknesses \_\_\_ yes X no Reportable Conditions \_\_\_ yes X no

Type of Opinion on Compliance X Unqualified \_\_\_ Qualified \_\_\_  
For Major Programs - Disclaimer \_\_\_ Adverse \_\_\_

Are their findings required to be reported in accordance with Circular A-133, Section .510(a)? -

C. Identification of Major Programs:

<u>CFDA Number(s)</u>	<u>Name of Federal Program (or cluster)</u>
93.550	DHHS – Transitional Living for Homeless Youth Program
93.623	DHHS – Runaway and Homeless Youth

Dollar threshold used to distinguish between Type A and Type B Programs \$300,000

Is the auditee a “low-risk” auditee, as defined by OMB Circular A-133? yes \_\_\_ no X

Section II - Financial Statement Findings

There were no findings in this section.

Section III –Federal Award Findings and Questioned Costs

There were no findings in this section.

OUR HOUSE, INC.  
SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS  
FOR THE YEAR ENDED DECEMBER 31, 2004

<u>Federal Grants/Pass Through Grantor/Program Title</u>	<u>CFDA Number</u>	<u>Agency or Pass-Through Number</u>	<u>Expenditures</u>
<b>Department of Health and Human Services</b>			
<b>Administration for Children and Families</b>			
Transitional Living for Homeless Youth Program	93.550		\$ 215,235*
Runaway and Homeless Youth	93.623		170,084*
Community Based Family Resource and Support Grants	93.590		4,221
Community Based Family Resource and Support Grants	93.590		2,931
Responsible Teen Living (Children's Trust Fund)	93.556		2,630
<b>Department of Housing and Urban Development</b>			
Emergency Shelter Grant	14.231	City of Monroe, Louisiana	39,345
Community Planning & Development	14.235		55,336
<b>Federal Emergency Management Agency</b>			
Emergency Food & Shelter National Board	85.523		4,854
<b>Department of Justice</b>			
Louisiana Commission on Law Enforcement Crime Victim Assistance	16.575	C00-2-005	23,287
Report / Resource Center (Summer Alert)	16.540	J03-2-005	<u>3,513</u>
<b><u>TOTAL</u></b>			<b><u>\$ 521,436</u></b>

\* Denotes Major Federal Assistance program.

See accompanying Notes to Schedule of Expenditures and Federal Awards

OUR HOUSE, INC.  
NOTES TO SCHEDULE OF EXPENDITURES  
OF FEDERAL AWARDS  
FOR THE YEAR ENDED DECEMBER 31, 2004

1. General

The Schedule of Expenditures of Federal Awards presents the activity of all federal award programs of Our House, Inc. The Our House reporting entity is defined in Note 1 to Our House's financial statements. All federal award programs received directly from federal agencies, as well as federal awards passed through other government agencies, is included on the schedule.

2. Basis of Accounting

The Schedule of Expenditures of Federal Awards is presented using the accrual basis of accounting, which is described in Note 1 to Our House's financial statements. The information in this schedule is presented in accordance with the requirements of OMB Circular A-133, *Audits of States, Local Governments, and Non-Profit Organizations*. Therefore, some amounts presented in this schedule may differ from amounts presented in, or used in the preparation of, the basic financial statements.

OUR HOUSE, INC.  
SUMMARY SCHEDULE OF PRIOR AUDIT FINDINGS  
FOR THE YEAR ENDED DECEMBER 31, 2004

**Internal Control and Compliance Material to the Financial Statements**

**03-1    Separation of Duties**

Condition:

During our audit of Our House, Inc., it was determined that the size of the organization's accounting and administrative staff precludes certain internal controls that would be preferred if the staff were large enough to provide optimum segregation of duties.

Recommendation:

This situation dictates that the Board of Directors be involved in the financial affairs of the Organization to provide oversight and independent review functions.

Current Status:

An outside CPA firm has been hired to assist in the general ledger posting and the Board is continuing its involvement in the day to day operations.

**03-2    IRS Form 1099 Compliance**

Condition:

During our audit of Our House, Inc., we noted contract laborers earning wages in excess of \$600 that were not issued a 1099.

Recommendation:

Contract labor expenses should be reconciled to the total per the contract labor expense category trial balance by class at year end to ensure all 1099s required are issued.

Current Status:

An outside CPA firm has been hired to assist in the payroll processing and the Board is continuing its involvement in the day to day operations.

**Internal Control and Compliance Material to Federal Awards**

**03-3    Record Keeping**

Condition:

During our audit of Our House, Inc., it was noted that many of the monthly reimbursement requests could not be located to use for audit procedures.

Recommendation:

Monthly reimbursement requests should be kept on file for each grant, and these should be supported by receipts or invoices. Reimbursed amounts should be reconciled to the general ledger regularly.

Current Status:

Since contracting with the CPA firm, better matching and coding of expenses has been in place to match the expense with their respective grant.

**Management Letter**

No management letter was issued.